

16 MAR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT:

OIS Weekly Report (9-15 March 1983)

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Office of the Director

The Deputy Director of Information Services will participate in the Conference on Executive Development, sponsored by the Center for the Study of Intelligence, on 16-17 March. Twenty-four participants representing a wide cross-section of experience throughout the Agency are to attend. Concerns will be focused on the way the Agency prepares its mid-level managers for more senior positions. Specific subjects to be covered are morale, rapid management turnover, the skills, qualities and attributes of an effective Agency executive, and ways to develop these characteristics.

Classification Review Division

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Chief, CRD met with Harold Mason, Information Security Oversight Office (ISOO), during his annual inspection of the Agency's information security program. They discussed the development of special procedures for the review of information pertaining to intelligence sources, methods, and activities as required under Section 3.4(e) of Executive Order 12356. Such procedures would include surveys of records to identify CIA/intelligence material and could provide guidelines for the protection of CIA information found in other agency files by the responsible agency, NOT CIA.

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UNCLASSIFIED When Separated

~~SECRET~~

CRD reviewed two manuscripts (nine pages) for DOD, eight manuscripts (295 pages) for PRB, and five miscellaneous documents (551 pages).

Records Management Division

At the request of the Agency's National Security Classification Officer, the Chief and another member of the Information Technology Branch briefed Harold Mason, ISOO, on the Agency's Top Secret Document Control Program and the current proposal to enhance TSCADS. Other RMD members also met with him to discuss security education, the safeguarding of national security information, and classified document markings.

At the request of OF, an RMD representative has begun an analysis of their micrographics program in order to recommend ways to improve OF support to the audit program.

A representative of RMD met with the DDS&T Records Management Officers to discuss the final steps in completing the records control schedule and the installation of Wang systems in the Directorate.

The OF/RMO notified the Records Systems Branch that two OF components will be moving [] at the end of April and some assistance from the OC/OL consolidated Registry might be required to support these units. If the level of support is significant, OF is prepared to transfer one slot to OC/OL to provide whatever assistance is necessary. The individual assigned would be fully integrated into OC/OL and not assigned there to provide exclusive support to the OF units.

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Regulations Control Division

RCD completed 50 major actions on regulatory issuances, including the processing and preparation of nine new and revised issuances and the publication of 13 issuances. Of special interest in this group are the announcements of civilian pay (COLA) deductions of federally employed retired military annuitants [] and a seminar on 19, 20, and 21 April for the spouses of employees preparing for overseas assignment sponsored by the Family and Employee Liaison Office [].

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Information and Privacy Division

A separate report is attached.

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Attachment:

As stated

EXO/OIS/ [] (16 March 1983)

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